

Comprehensive Data Audit Overview

2016 Data Coordinators' Conference

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Texas Juvenile Justice Department

What is the CDA?

- Each year, the Texas Juvenile Justice Department (TJJD) Research and Planning Division audits data from juvenile probation departmental for data entry errors and consistency checks in a process known as the Comprehensive Data Audit (CDA).
- All counties participate in the CDA regardless of the data system used.

What Data is Audited?

- Only data submitted by your department to TJJD in the monthly extract is audited.
- CDA covers potential data entry errors over a 1 to 2 year period
 - This year, results sent out in June 2016 audited data from January 1, 2015 through May 31, 2016
 - Next year, results sent out in April 2017 will audit data from January 1, 2016 through March 31, 2017

CDA Results

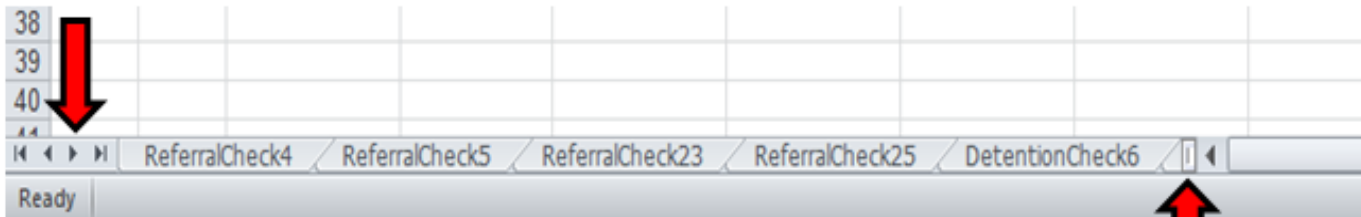
- CDA results identify records that require review because they do not meet the criteria of what is expected for a specific data check.
- Departments receive their CDA results as a Microsoft Excel spreadsheet.
- Contact TJJD with most current contact information for your department chief and data coordinator

CDA Results

- Each check will be contained on a separate tab. Only records with errors will appear in each tab.
- If you are missing a tab for a check, then your department has no errors for that CDA check.

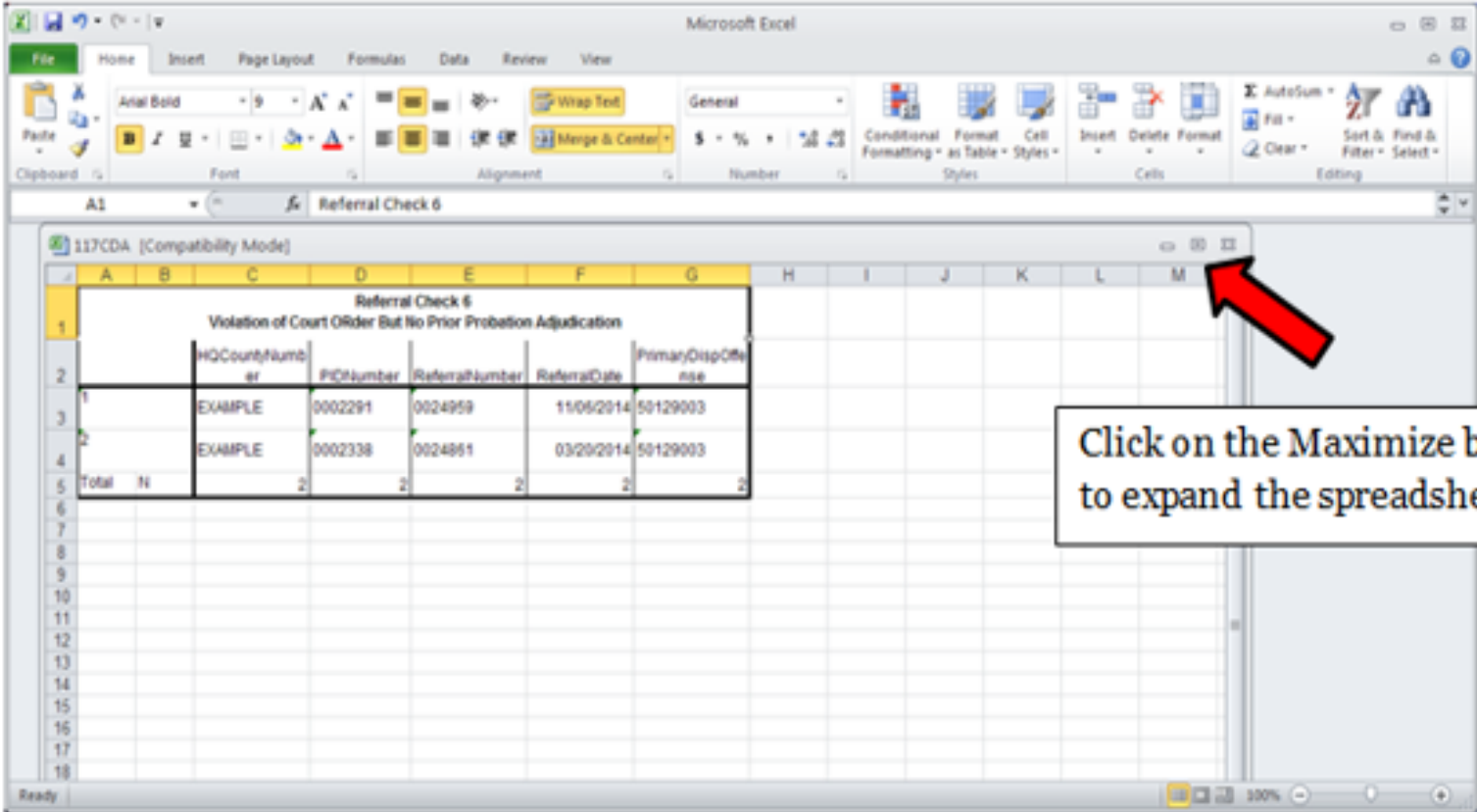
Tips on Viewing Your CDA Results

Click on the right arrow at the bottom of the Excel spreadsheet to access additional tabs for each CDA error check



Click and drag this to the right to view more tabs at the same time

Tips on Viewing Your CDA Results



Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

117CDA [Compatibility Mode]

Referral Check 6

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Referral Check 6 Violation of Court Order But No Prior Probation Adjudication												
2		HQCountyNumber	PIQNumber	ReferralNumber	ReferralDate	PrimaryDisposition							
3	1	EXAMPLE	0002291	0024959	11/05/2014	50129003							
4	2	EXAMPLE	0002338	0024861	03/20/2014	50129003							
5	Total	N	2	2	2	2	2						

Click on the Maximize button to expand the spreadsheet

Tips on Viewing Your CDA Results

117CDA [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

Referral Check 6


	HQCount/Number	PIDNumber	ReferralNumber	ReferralDate	PrimaryDisposition
1	EXAMPLE	0002291	0024959	11/05/2014	50129003
2	EXAMPLE	0002338	0024861	03/20/2014	50129003
Total	N	2	2	2	2

Now you can view the tabs for each CDA error check. Follow first set of instructions on viewing all the tabs in this spreadsheet.

ReferralCheck6 ReferralCheck10 ReferralCheck17 ReferralCheck19 ReferralCheck23 ReferralCheck25


Tips on Printing Your CDA Results

Settings




Print Entire Workbook
Print the entire workbook


Pages: to




Print on Both Sides
Flip pages on long edge




Collated
1,2,3 1,2,3 1,2,3




Portrait Orientation



Letter
8.5" x 11"



Custom Margins



Fit All Columns on One Page
Shrink the printout so that it...

Page Setup



CDA Manual

- Along with your department's CDA results, you will receive a CDA Technical Assistance Manual that provides
 - Background information on the CDA
 - Instructions on how to print CDA results in Excel
 - Detailed descriptions of each data check
 - Instructions on how to fix each data entry error and re-save a record
 - Deadline information
 - Instructions on how to complete the electronic verification form

CDA Electronic Verification

- Once the data have been corrected, complete the electronic verification form, available on the TJJD website, which verifies that you have made all needed corrections.
- The headquarter county is responsible for verifying all corrections were made by their department including any counties under your jurisdiction.

CDA Electronic Verification

TJJD Electronic Verification for the Comprehensive Data Audit

Please certify your department has made the necessary changes and/or corrections identified in the data checks and statistical report information provided to your department. The headquarter county is responsible for verifying all corrections were made by their department and any sub-counties. The headquarter county's data coordinator should complete and submit the information below. If you have any questions with the statistical report verification process, please contact Jocelyn Lewis at 512-490-7921.

The data audit and verification form should be completed by August 31, 2016.

1. Department:

2. Name: Title:

3. Phone:

4. Comments:

5. ☐ I verify that the data provided to TJJD in the monthly extract is correct and accurately portrays the activity of this department.

6. Please select the appropriate response that applies to your department's actions:

- ☐ My department did not receive any data checks this year.
☐ Changes were necessary and have been made to the Department's database system.

Submit

CDA Re-Run

- An opportunity to ensure TJJD received the corrections made by your department based on the initial CDA results
- No deadline to make corrections on records flagged in the CDA re-run

Why is the CDA Important?

- Following the CDA, data is utilized for these annual reports
 - The State of Juvenile Probation Activity in Texas
 - Annual Report to the Governor and Legislative Budget Board
- Additionally, juvenile justice data is used for
 - Monthly and quarterly reporting to the Legislative Budget Board
 - Data analysis for the legislature, non-profit organizations, state agencies, advocacy groups, the media, researchers, academics, and you

Referral Checks

Referral Checks

- 4. Disposition Date Occurs Before Referral Date
- 5. Not Specified/Crisis Intervention Offense Code on Formal Referrals
- 6. Violation of a Court Order but No Prior Probation Adjudication
- 7. Cases Containing Future Disposition Dates
- 9. Cases Disposed as TJJD Commitment for a Misdemeanor or CINS Offense

Referral Checks

- 10. Cases Pending for More than 12 Months
- 15. Multiple Matching Court Dispositions Occurring on Same Date for Same Juvenile
- 17. Primary/Subsequent Dispositions
- 19. Disposition of Consolidated but No Other Dispositions on Same Date
- 20. Juvenile is Outside the Juvenile Probation System Age or Has Missing Date of Birth

Referral Checks

- 22. Violation of Court Order with No Original Referral Number
- 23. Risk or Needs Level is Missing or Incorrect
- 25. Incorrect Disposition for a Paper Complaint Referral Type
- 26. Incorrect Violation of Court Order Offense Code for an Indeterminate Commitment Disposition
- 27. Incorrect Violation of Court Order Offense Code for a Determinate Commitment Disposition

***NEW* Referral Check 28**

CD, CP, and TR Referrals from a Texas County with Originating Jurisdiction PID of 9999999999

- The Originating Jurisdiction of County indicates that the juvenile was referred from another Texas Juvenile Probation Department, but the Originating Jurisdiction PID of 9999999999 indicates that the juvenile does not have a PID in the referring county.
- It is possible for the detaining county to receive a juvenile into detention prior to a referral being entered in the home probation department; however, the Originating Jurisdiction PID needs to be entered when it becomes available.

***NEW* Referral Check 28**

CD, CP, and TR Referrals from a Texas County with Originating Jurisdiction PID of 9999999999

- Best Practice: If a juvenile is referred from another county but no PID is available at Intake, TJJD recommends that the department leave the Originating Jurisdiction PID blank. This juvenile will be included on the Comprehensive Folder Edit as a reminder that the Originating Jurisdiction PID has not been entered. Then, when the juvenile is assigned a PID in the home county, update the Referral Screen with this information.

How To Fix: Referral Check 28

CD, CP, and TR Referrals from a Texas County with Originating Jurisdiction PID of 9999999999

- **How to Fix:** Either Search JCMS statewide to find the juvenile's PID in the home county, or contact the home county directly to request this information.
- **Exception:** If you have confirmed that a PID number does not exist in another Texas County for this juvenile, you can disregard this error.

NEW Referral Check 29

Incorrect Determinate Sentence Months for the Disposition

- The Determinate Sentence Months data field indicates the total number of months ordered if the juvenile receives a disposition of determinate sentence commitment or determinate sentence probation.

NEW Referral Check 29

Incorrect Determinate Sentence Months for the Disposition

- This error check identifies Determinate Sentence Months entered for any primary disposition (TJJD category) except the following:
 - Determinate Sentence Probation (111)
 - Determinate Sentence Probation with Placement (116)
 - Determinate Sentence Commitment (140)
 - Determinate Sentence Commitment – Travis County (141)

NEW Referral Check 29

Incorrect Determinate Sentence Months for the Disposition

- Also, this error check identifies when no Determinate Sentence Months are entered for any of the following primary dispositions (TJJD category):
 - Determinate Sentence Probation (111)
 - Determinate Sentence Probation with Placement (116)
 - Determinate Sentence Commitment (140)
 - Determinate Sentence Commitment – Travis County (141)

How to Fix: Referral Check 29

Incorrect Determinate Sentence Months for the Disposition

- **How to Fix:** Change the number entered on the Determinate Sentence Months field on this record

Detention Checks

Detention Checks

- 2. Overlapping or Duplicate Detention Records
- 5. Detentions with Incorrect Referral Type
- 6. Detention Date Prior to Referral Date or After Disposition Date
- 7. Incorrect or Missing Detention Release Date

Detention Checks

- 9. Juvenile has a Referral Type of Contract Detention in a County with no Detention Facility
- 10. Juvenile is Released and Detained Again within 24 Hours on Same Referral
- 11. Incorrect or Inactive Detention Facility Code

Placement Checks

Placement Checks

- 2. Incorrect or Missing Placement End Date or Missing Discharge Reason
- 3. Overlapping or Complete Duplicate Placement Records
- 5. Parental, Kinship, or CPS Placement with a Cost Per Day
- 10. Placements with Outcome Completed After a Stay of 1 Day
- 12. Secure and Non-Secure Placements Attached to Referrals not Disposed to Supervision

Placement Checks

- 13. Placement Begin Date Occurs Prior to Disposition Date of Attached Referral
- 14. Placements with an Incorrect Referral Type
- 15. Incorrect or Inactive Secure Placement Facility Code
- 16. Juvenile in Residential Placement and Detention at the Same Time
- 17. Disposed to Adjudicated to Probation with Placement but no Placement Record

Supervision Checks

Supervision Checks

1. Cases Containing Future Supervision Dates
4. Juveniles on Probation with Unknown or Missing Mental Health Needs
5. Cases Requiring Supervision End Date
6. Supervision with Incorrect Referral Type

Supervision Checks

7. Disposed to Deferred Prosecution or Probation but no Deferred or Probation Supervision Record
8. Deferred or Probation Supervision Records with Dispositions that are not Deferred or Probation
9. Overlapping or Complete Duplicate Supervision Records with Same Referral Number

Supervision Checks

- 11. Supervisions with an Outcome of TJJD Commitment, but no Commitment Disposition or the Commitment Disposition is more than 30 days after Supervision Outcome
- 12. Interim or Permanent Supervision Type with Incorrect Referral Type
- 13. Probation or Deferred Prosecution Supervisions with Outcome of Completed After Stay of 1 Day
- 14. Juveniles Absconding from Supervision with no Indirect Supervision

Program Checks

Program Checks

1. Cases Containing Future Program Dates
2. Incorrect or Missing Program End Date
3. Juvenile is in a Program, but not Under Supervision
4. Program Types Coded as Other

Program Checks

- 5. Overlapping or Complete Duplicate Program Records with Same Referral Number and Same Program Type and Same Program Name
- 7. Programs with Incorrect Referral Type
- 9. Programs in Facilities with Incorrect Program Location

MAYSI Checks

MAYSI Checks

1. Referrals That Were Not Administered a MAYSI within 14 Days and Detentions Not Administered a MAYSI within 48 Hours

***NEW* MAYSI Check 2**

MAYSI or PACT Mental Health Needs Indicator not matched with Screener/Assessment Mental Health Needs Source

- The **Screener/Assessment** Mental Health Needs Source should only be used for the following Mental Health Needs Indicators:
 - **MAYSI-II** = youth scores Caution or Warning on a subsequent MAYSI-II or other screener
 - **PACT Mental Health Domain** = youth receives mental health flag on the full PACT assessment Mental Health Domain

NEW MAYSI Check 2

MAYSI or PACT Mental Health Needs Indicator not matched with Screener/Assessment Mental Health Needs Source

- This error check identifies when
 - **Screener/Assessment** Mental Health Needs Source is selected but the **MAYSI-II** or **PACT Mental Health Domain** Mental Health Needs Indicator is not selected; or
 - **MAYSI-II** or **PACT Mental Health Domain** Mental Health Needs Indicator is selected but the **Screener/Assessment** Mental Health Needs Source is not selected

How To Fix: MAYSI Check 2

MAYSI or PACT Mental Health Needs Indicator not matched with Screener/Assessment Mental Health Needs Source

○ **How to Fix:**

- Verify the Mental Health Needs Indicator and the Mental Health Needs Source.
- If a youth scores a Caution or Warning on a subsequent MAYSI-II or receives a flag on the full PACT assessment Mental Health Domain
 - Select the appropriate Mental Health Needs Indicator, and
 - Select the Screener/Assessment Mental Health Needs Source

Prevention & Intervention Checks

Prevention & Intervention Checks

1. Non-Grant S or Grant T Recipient Using Prevention/Intervention Referral Type
2. Missing or Incomplete Program Record Attached to a Prevention/Intervention Referral
3. Missing Funding Source for Prevention/Intervention Program
4. Prevention/Intervention Youth Under Supervision
5. Prevention/Intervention Youth with Prior Felony Offense

Contact Information

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